

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

CITY ATTORNEY

FLSA STATUS:

Exempt

CLASS SUMMARY:

The City Attorney is the fifth level in a five level Attorney series. The incumbent is responsible for serving as the chief legal advisor to the city government and Redevelopment Agency and for serving as the administrative head of the Office of City Attorney. The incumbent is appointed by and is directly responsible to the City Council. The City Attorney is responsible for performing duties specified in the City Charter.

The City Attorney is distinguished from the Chief Assistant City Attorney by its responsibility for serving as chief legal advisor to the city government.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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| 1. | Supervises legal staff including prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; coaching; ensuring that employees follow policies and procedures; ensuring a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions. | Daily
15-30% |
| 2. | Supervises the daily operations in assigned administrative support area, which includes: planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans, participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards. | Daily
15-30% |
| 3. | Directs and manages the overall department operations and activities, which includes: developing, coordinating, administering, and evaluating projects, work plans, processes, procedures, systems, and standards; participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards. | Daily
20% |
| 4. | Directs the preparation and administration of codes, ordinances, resolutions, contracts, deeds, leases, and other legal documents. | Daily
10-20% |
| 5. | Supervises the preparation of civil cases for trial and the investigation of claims and complaints for or against the City. | Daily
10-20% |
| 6. | Provides legal opinions to the City Council, Boards, Commissions, Offices, City offices and Redevelopment Agency. | Daily
10-30% |

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
7.	Directs the preparation and administration of the department budget, including evaluating cost estimates for budget recommendations and monitoring project expenditures.	Weekly 10%
8.	Participates in a variety of meetings, Commissions, Boards, and/or other related groups in order to receive and convey information, with an emphasis on professional legal support relative to respective programs and/or issues.	Weekly 5-10%
9.	Reports to and advises the City Council/Redevelopment Agency Board on legal issues affecting local government; presents recommended solutions and alternatives.	Weekly 10-30%
10.	Secures specialized legal services as deemed necessary for cases in which the City may be involved.	Monthly 5%
11.	Initiates tax and ordinance compliance proceedings in court; oversees the preparation of required instruments and the proper execution of procedures for acquiring, managing, and disposing of property by the City.	Monthly 5%
12.	Prepares bills for enactment at the State Capitol in matters of interest to the City; attends legislative session to represent and promote the interest of the City before Committees and Legislative Representatives.	Quarterly 5%
13.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Juris Doctorate degree and five years of broad and extensive professional experience in the practice of law, including municipal law; business transactions; and civil, criminal and/or appellate trial practice, preferably in a public law office, are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Membership in the Bar

Some positions, based on assignment, may require:

- Basic Class C License

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Knowledge (position requirements at entry):

Extensive knowledge of:

- Supervisory principles and practices
- City ordinances and charter provisions, State and Federal statutes, State and Federal constitutional provisions and State and Federal judicial decisions
- Legal administrative principles and procedures regarding court defenses, civil, criminal, legislative and judicial procedures, including rules of pleading, evidence and practice;
- Budget administration principles and practices
- Program development and administration principles and practices
- Methods of legal research, established precedents and sources of legal reference applicable to municipal activities
- Legal resources, principles and practices
- Community and public relations principles and practices
- Duties, powers and limitations of a charter city
- Legal precedents, court decisions and legal developments relating to or impacting legal areas to which assigned

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Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritizing and assigning work; detail oriented and ability to multi-task
- Training employees in proper work methods
- Directing and managing department operations
- Research, compiling and analyzing information, contracts and financial records for accuracy clarity, completeness, and compliance with legal and procedural guidelines
- Analyzing and preparing a wide variety of varied and complex legal documents
- Using computers and applicable software applications
- Preparing comprehensible opinions to laypersons
- Drafting persuasive pleadings
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Defining legal issues, collecting and analyzing information, and recommending appropriate action
- Representing the City in a wide variety of judicial and administrative proceedings and presenting statements of law, fact and argument clearly and logically
- Preparing and trying civil law cases before State and Federal courts;
- Drafting and analyzing complex legal documents and legal opinions; ability to undertake and carry through assigned projects on own initiative with minimum supervision and direction
- Facilitating meetings and negotiations
- Preparing and presenting clear and persuasive oral arguments before State courts, Federal, courts, appellate courts, and administrative and legislative bodies;
- Exercising independent judgment within general policy guidelines and operating parameters
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Dealing diplomatically and effectively with public officials, fellow employees and the public
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in the class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing and talking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to life, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

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Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008